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SELECTED BIBLIOGRAPHY ON JUNIOR COLLEGE LIBRARIES, 1955-1967.

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THIS BIBLIOGRAPHY HAS BEEN DESIGNED TO ASSIST LIBRARIANS IN ESTABLISHING NEW COLLEGE LIBRARIES AND IN IMPROVING LIBRARY FACILITIES, RESOURCES, PROCEDURES, AND SERVICES IN EXISTING JUNIOR COLLEGES. IT IS INTENDED PRIMARILY FOR COLLEGES WITH PROJECTED ENROLLMENTS OF AT LEAST 1,000 STUDENTS AND AT LEAST 20,000 VOLUMES. LISTINGS ARE ARRANGED UNDER 12 HEADINGS--(1) GENERAL INFORMATION ON THE JUNIOR COLLEGE, (2) GENERAL INFORMATION ON JUNIOR COLLEGE LIBRARIES, (3) ADMINISTRATION, (4) AUDIOVISUAL MATERIALS AND SERVICES, (5) BOOK COLLECTION, SELECTION, AND ACQUISITION, (6) BUILDINGS, (7) CATALOGING AND CLASSIFICATION, (8) CIRCULATION, (9) INSTRUCTION AND USE, (10) PERIODICALS, DOCUMENTS, SERIALS, AND PAMPHLETS, (11) REFERENCE SERVICES, AND (12) STANDARDS. (AUTHOR/WO)

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UNIVERSITY OF CALIF.
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CLEARINGHOUSE FOR
JUNIOR COLLEGE
INFORMATION

Introduction

The purpose of this bibliography is to assist librarians in establishing new junior college libraries and in improving library facilities, resources, procedures, and services in existing junior colleges.

The material is designed for colleges with a projected enrollment of at least 1,000 students and a projected collection of at least 20,000 volumes.

Material included in the bibliography was solicited from Junior College Libraries Section committees and from University library schools. Book, periodical, and thesis references pertaining to all phases of junior college library operation which have been published since 1955 form the basis of the bibliography. Tools such as the Cumulative Book Index, Ulrich's Periodical Directory, and the Dewey Decimal Classification and Relative Index have been omitted. References pertaining to college library operations which seem appropriate for the junior college librarian are included.

The following persons have made the preparation of this bibliography possible, and their assistance is herewith acknowledged: Miss Harriett Genung, Mt. San

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Antonio College, Chairman of the Junior College Libraries Section; Miss Elizabeth Martin, Foothill College; Miss Sara Crittenden, St. Petersburg Junior College; Mr. Norman E. Tanis, Kansas State College; Mr. George Elser, Chaffey College; Mr. George M. Bailey, Executive Secretary, Association of College and Research Libraries; Dr. Helen Wheeler, School of Library Science, Indiana University; H. E. Holland, School of Library Science, University of Oklahoma; Miss Ruth Little, Santa Barbara City College; Jesse H. Shera, Dean of the School of Library Science, Western Reserve University, and Mrs. Marie Giglio, Secretary to the Librarian at Mohawk Valley Community College.

Arrangement

The bibliography is arranged under twelve main headings as described below:

A. General information on the junior college

B. General information on junior college libraries

C. Administration

D. Audiovisual materials and services

E. Book collection - Selection and acquisition

F. Buildings

G. Cataloging and Classification

H. Circulation

I. Instruction and Use

J. Periodicals, documents, serials and pamphlets

K. Reference services

L. Standards

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E. Book Collection - Selection and Acquisition

Book Selection Policy
from
Policy and Procedures for
Selection of Book and Library Materials
Chaffey College Library
Alta Loma, California

Generally recognized sources of information about available materials:

1. American Library Association
2. National Council of Teachers of English
3. National Education Association
4. The H. W. Wilson Company catalog series
5. Specialized-subject professional organizations
   a. American Chemical Society
   b. American Historical Society
   c. American Science Teachers Association
   d. American Home Economics Association
   e. Business Education Association
   f. National Recreation Association
   g. Association for Health, Recreation and Physical Education
   h. American Academy for Social and Political Science
   i. American Economic Association
   j. American Association of Physics Teachers
   k. Others

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Utilization of generally accepted current reviewing media:

1. Library Journal
2. ALA Booklist
3. Wilson Bulletin
4. Technical Book Review Index
5. Book Review Digest
6. Reviews in recognized literary magazines
7. Reviews in recognized special subject journals
8. Reviews in generally accepted current trade reviewing media
9. CHOICE
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